Project Managers' Advisory Group

MINUTES
September 18, 2006

Attending:

Sharon Hayes	EPMO
Bob Giannuzzi	EPMO
Alisa Cutler	EPMO
John McShane	EPMO
Barbara Swartz	ITS
Gaye Mays	EPMO
Jim Tulenko	ITS
LaQuita Hudson	ITS/ES
Leeann Storm	ITS
Todd Russ	ITS
Vicky Kumar	DOT
Cheryl Ritter	DOT
Jim Skinner	Insurance
Caroline Jackson	DHHS
Angela Taylor	DHHS/DIRM
Joe Cimbala	DMH/DD/SAS
Lynn McGarrah	Agriculture
Annette Murphy	DPI
Charles Richards	ITS
Randy Moody	DENR

Bob Giannuzzi welcomed everyone to the meeting and asked first-time participants to introduce themselves. **Leeann Storm** was later introduced and acknowledged personally for her successful completion of the PMP certification.

Bob called for approval of the August minutes – accepted.

NCPMI news was covered next. **John McShane** advised that the next Public Sector LIG originally scheduled for October 5 has been cancelled. **Vicky Kumar** reported that to date 67 State employees have registered for the October 4 Annual Event and that the State discount deadline has been extended to 9/30. **Vicky** reminded the group of the upcoming class on Risk Management offered by the chapter.

Bob Giannuzzi called for updates from the Task Groups.
- *Methodology* **Alisa Cutler** reported that the group has expanded to include representation from more agencies. Besides continuing to focus on business cases, they're investigating staffing plans and soliciting agency templates and processes to explore best practices. **Sharon** advised that DHHS, DOT and DOR have agency PM methodologies and would like them shared with this group. **Vicky Kumar** pointed out that all of these are represented in this group. **Sharon** also noted that this group's responsibility has expanded to include the process change process, which it will continue to refine. **Angela Taylor** recommended that the TPG should be in the loop. **Alisa** said she'll post the group's mission statement on the EPMO website.
- *PM Promotion and Education* **LaQuita Hudson** stated that the group will reconvene soon. She reiterated that OSP may revisit career banding early next year. If that effort resumes, then PM career banding should be pursued. **Sharon** advised that what's been proposed as PM Competencies with the EPMO be resubmitted and that OSP be asked what else is required so that the package can be forwarded to the State Personnel Commission.
- *Earned Value* No activity in the last month.
- *PM Tools* **Gaye Mays** reported that resource planning surfaced as the top requirement of the group. Research information posted on the PMOEC website has provided some good ideas. **Gaye** will have meeting minutes posted on the EPMO website.
- *Mentoring and Training* While PM career banding is on hold, **Bob** would like to call a meeting to discuss how new PMs are brought on board. **Angela Taylor** added that this should include techniques on support structure and career paths.

Bob Giannuzzi passed out the following information on upcoming teleconferences of interest to the PM Advisory Group. Some attendees reported that participation has been valuable. **Bob** will follow up on PMOEC's effort to become a PMI Registered Education Provider.

Organization/website	Contacts	Upcoming Calls
http://www.nascio.org/ nascioCommittees/ projectManagement	Elizabeth VanMeter 859/514-9176 evanmeter@AMRms.com Access *888/272-7337 conference ID 7544292#*	October 3 (3:00) **How to Rescue a Troubled Project: A Case Study**
PMO Executive Council http://www.pmo. executiveboard.com/ PMOEC/1,3241,,00.html	Register at website	September 20 (12:00) **Insulating Project Resources from Demand Volatility** October 18 (12:00) **Codifying Project Manager Experience**
CIO Executive Council http://www.cio. executiveboard.com/	Register at website	September 19 (12:00) **Building the IT Budget: Practices and Benchmarks for 2007**

Application Executive Council http://www.aec. executiveboard.com/	Register at website	September 19 (11:00) **Organizational Strategies for Post-ERP Implementation** September 21 (11:00) **Control Frameworks for Principled M&E (Maint & Enhancement) Cost Reduction**
Infrastructure Executive Council http://www.iec. executiveboard.com/	Register at website	September 26 (11:00) **Strengthening the Applications-Infrastructure Interface** October 10 (11:00) **Business-Aligned Strategic Planning**
Information Risk Executive Council http://www.irec. executiveboard.com/	Register at website	September 19 (11:00) **Identity Management Implementation I: Building the Business Case** October 17 11:00) **Technology-Driven Controls I: Information Leakage Detection and Prevention**
Enterprise Architecture Executive Council http://www.eaec. executiveboard.com/	Register at website	October 4 (12:00) **Maximizing the ERP Investment**

John McShane opened discussion on pursuing cost effective in-house training. **Todd Russ** recommended Learning Tree's course (315) on Requirements Gathering. **John** will send the group more information on this offering and solicit level of interest. **John** is still investigating offerings on writing RFPs.

Sharon announced that the process change request proposed for projects assessed as Yellow has been approved. **Sharon** expects the PM to set up a meeting with her, EPMO QA and the PMA within 15 days or a letter will go to the agency CIO.

Bob Giannuzzi reported that this fall's PMI PMP Certification Study Cycle IV schedule is now posted on the EPMO website.

Jim Tulenko advised that his PPM tool team has been wrapping up work on the APM functionality and data. **Angela Taylor** raised an issue concerning entering zeros in every field of budget data as opposed to just one per row as suggested by **Jim** as being adequate. **Angela** said that more than one PM had problems with this not working. **Jim** will follow up.

Bob Giannuzzi circulated drafts of policies and standards for project requirement and approval proposed by the SCIO's office. These reiterate SB 991 legislation with additional specifics on PM qualification and labor tracking and rates. **Alisa Cutler** stated that a wider grade range should be included in the suggested labor rate table. Bob was to email them to the PMAG with a request for feedback to Alisa by 10/3.

Sharon Hayes has established two teams to review and subsequently propose potential improvements to key process elements. Representation in each team include PMAs, EPMO QA, PPM tool team, and two or three agencies. Progress to date:
Work Flow (Jesus Lopez, Chair)
Jim Tulenko reported that ITS and Commerce are represented. To date, each member has been asked to submit their top ten areas needing improvement.
Status Reporting (Gaye Mays, Chair)
Gaye reported that DHHS, DOT and Crime Control are represented. To date, agency best practices were solicited, and investigation of PMOEC research on reporting tools is being pursed. This group will also develop a top ten.

Bob would like some volunteer reporting of lessons learned at each meeting as well as presentations on topics that would be of interest to the group.

Meeting adjourned at 4:13 PM.